

## **REQUEST FOR PUBLIC RECORD**

I, \_\_\_\_\_, hereby request a copy of the following record(s):

- |  |  |
|--|--|
| <input type="checkbox"/> City Charter/Section of City Charter _____      | <input type="checkbox"/> City Ordinance (Number) _____ |
| <input type="checkbox"/> City Resolution (Number) _____                  | <input type="checkbox"/> Subdivision Plat _____        |
| <input type="checkbox"/> Minutes from Meetings _____                     | <input type="checkbox"/> Personnel Records _____       |
| <input type="checkbox"/> Other (Use Additional Pages if Necessary) _____ |  |

If I have requested a copy, I agree to pay copy charges of .10 cents per page unless there are more than fifty pages, in which case the City has the right to charge \$ 15.00 per hour for labor. The City may require a deposit or bond if the estimated charge for producing copies of the requested records exceeds \$ 100.00.

**Signature of Requester:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Telephone/Fax Numbers:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

Note: Response will be made within ten (10) business days of date of request, unless records are not easily accessible, whereby the City shall notify requestor when the records will be available.

## **FOR OFFICE USE ONLY**

**Request received by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- ☐ Complete response as requested has been provided on \_\_\_\_\_; copy of document issued attached hereto
- ☐ Request denied because record(s) not subject to the Open Meeting Act
- ☐ Request has been or will be submitted to the Texas Attorney General for an opinion
- ☐ Information does not exist
- ☐ Other: \_\_\_\_\_

**Signature of City Official Providing Record(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Person verifying that he/she received an exact copy of the Record(s) that is attached hereto:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

- ☐ Document was mailed to Requester on \_\_\_\_\_
- ☐ Document was faxed to Requester on \_\_\_\_\_ (Attach confirmation sheet to verify date and time)